



**Puffins Pre-School**  
Immanuel United Reformed Church  
120 Southbourne Road  
Bournemouth  
Dorset  
Phone: 0773 006 478  
Charity number: 1030633  
PSLA Membership number: 8469

## **Trustees Report 2022**

**Objectives and Activities:** Puffins is a Pre-School led by a committee of local people and provides early years education for children between 6 months and 5 years at the above setting. It is run as a non-profit setting and any surplus is used entirely within the setting and to further the charity's work.

The setting has had another fruitful year. The Trustees are thankful to the leadership provided by Mrs Meadows as Manager, Mrs Gaukrodger as Deputy Manager and Mrs Syrett as Acting Deputy Manager covering maternity leave. The leadership has been augmented by an excellent staff team. In September 2022 we opened a Baby room for children of 6 months and over, which is working well. Opening hours were also extended to 8am – 4pm daily.

During the financial year 21/22 two members of staff joined: Ella Brookes in January 2022 and Paul Collins in June 2022. The Apprentice left.

There are good staff to pupil ratios and an intimate setting is provided. This means we continued to have good numbers. We continue to help the staff with CDP and seek to create a happy environment for all.

The Redundancies Account remains at a sufficient level and the staff pension fund has worked in accordance with the latest Government recommendations. We have been able to keep up with statutory wage increases.

The facilities provide a good experience for the children. In August 2022 we had a new door fitted from the main hall to the enclosed garden area which has been beneficial.

The number of enrolled children remains steady.

**Payment to Trustees:** No payments were made to trustees, or any persons connected with them during this financial period. No material transactions took place between the charity and any trustee, or any person connected with them.

**Public Benefit:** The charity acknowledges its requirement to demonstrate clearly that it must have charitable purpose or aims that are for the public benefit. The charity provides places for children at affordable rates for all in the community. We especially accommodate people from a wide catchment area and work with local schools to ensure children who are in need of a little more help receive it appropriately.

**Andrew Hirst**  
Chair of Management Committee  
19.5.2023

A S H L

**Structure, Governance and Management:** the charity was established to run a pre school facility within the area of Southbourne. It has termly meetings with parents to ensure any issue of governance or management are addressed. All parents are welcome to attend and ask questions.

**The Officers:** Andrew Hirst (Chair), Nigel Hares (Treasurer), Sonya Middlemast (Secretary), John Guymer, Senga Lake.

**Bankers:** Lloyds Bank Bournemouth Dorset

**PUFFINS PRE-SCHOOL  
INCOME AND EXPENDITURE ACCOUNT  
FOR THE YEAR ENDED 31ST JULY 2022**

<b>EARLY YEARS</b>	<b>31.7.22</b>		<b>31.7.21</b>	
	£	£	£	£
<b>INCOME</b>				
Early Years Funding (Bournemouth)	62,890.54		66,407.95	
Parents Fees	25,319.44		23,440.64	
Beaufort Community Centre	0.00		0.00	
National Savings	9,509.45		6,048.25	
Brighter Futures	0.00		2,645.50	
Co Op Employee Benefits	0.00		0.00	
Interest Received	3.20	97,722.63	3.40	98,545.74
<b>DEPRIVATION ACCOUNT</b>				
Deprivation Funding (Kiddivouchers)	0.00		0.00	
Less Child T Shirts & Bags	0.00		0.00	
		0.00		0.00
<b>EXPENDITURE</b>				
Materials and Consumables	2,840.41		3,917.88	
Rent	13,000.00		12,000.00	
Wages and National Insurance	69,592.99		68,647.81	
Insurance & Health Cover	290.36		617.93	
DBS Checks	0.00		0.00	
Professional Fees (Ofsted)	50.00		50.00	
Professional Fees (Other & Payroll)	719.50		780.00	
Accountancy	135.00		161.00	
Laundry Cleaning and B'mth Waste	863.82		1,189.46	
Workwear	112.90		0.00	
Sundry, Repairs & Consumables	1,367.71		1,269.02	
Nest Pension	2,348.11		2,251.42	
Office and IT Expenses	1,242.29		860.61	
Outing and Events	460.00		0.00	
Sundries and Food	1,069.21		691.27	
Training and Conferences	585.00		215.99	
		94,677.30		92,652.39
<b>Surplus for the Year</b>		<b>3,045.33</b>		<b>5,893.35</b>
<b>FUNDS:</b>	£		£	
Bank Balance as at 1st August 2021	19,478.68		3,791.33	
Lloyds Redundancy Account 1st August 2021	11,180.40		16,278.79	
Lloyds Schools Account 1st August 2021	1,232.92		2,434.92	
Petty Cash	100.00		100.00	
Less Owed Wages and PAYE and Fees	(10,062.38)		(6,568.77)	
Surplus for the Year	3,045.33		5,893.35	
	<u>24,974.95</u>		<u>21,929.62</u>	
Bank Balance as at 31st July 2022	13,828.39		19,478.68	
Lloyds Redundancy Account 31st July 2022	11,181.55		11,180.40	
Lloyds Schools Account 31st July 2022	0.01		1,232.92	
Petty Cash	100.00		100.00	
Less Creditors Owed	(135.00)		(10,062.38)	
	<u>24,974.95</u>		<u>21,929.62</u>	

**PUFFINS PRE-SCHOOL  
ACCOUNTS FOR THE YEAR ENDED 31st July 2022**

In accordance with instructions given to me, I have prepared without carrying out an Audit, the above accounts from the accounting records of Puffins Pre-School and from information and explanations supplied to me.

**Signed** Jonathan Nevitt MAAT.

**Date** 24/05/23